

ODP 567-77  
30 MAR 1977

MEMORANDUM FOR: DDA EEO Officer

FROM : Clifford D. May, Jr.  
Director of Data Processing

SUBJECT : Project AIM Orientation

REFERENCE : Your memo dtd 28 Mar. 77, subject:  
Upward Mobility Project AIM Schedule  
for Orientation

STATINTL

STATINTL The ODP representatives for the 11 April Orientation in the Headquarters Auditorium will be [REDACTED] ODP EEO Officer; [REDACTED] Chief, Division, who will be responsible for the programmer trainee following training; and [REDACTED] Training Staff, who will be responsible for the programmer trainee's training program. They will cover the qualifications for the job, the training to be completed, and the tasks to be performed on the job following training.

[REDACTED]

Clifford D. May, Jr.

STATINTL cc: [REDACTED]

Distribution:

Orig - adse  
1 - [REDACTED]  
1 - [REDACTED]  
1 - [REDACTED]  
1 - ODP Registry  
2 - O/D/ODP

STATINTL O/D/ODP/[REDACTED]:ee/3-29-77

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION  
5117

NO. ODP # 564/77  
 DATE  
28 March 1977

| TO: (Officer designation, room number, and building) | DATE     |           | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|--|----------|-----------|--------------------|---|
|  | RECEIVED | FORWARDED |                    |   |
| 1. Director of Data Processing (DX-6)                |          |           |                    | <div>Copy in read file</div> <div>EO</div> <div>28 Mar 77</div> <div>Actuar</div> <div>Due 3/31</div>   |
| 2.   |          |           |                    |   |
| 3.   |          |           |                    |   |
| 4.   |          |           |                    |   |
| 5.   |          |           |                    |   |
| 6.   |          |           |                    |   |
| 7.   |          |           |                    |   |
| 8.   |          |           |                    |   |
| 9.   |          |           |                    |   |
| 10.  |          |           |                    |   |
| 11.  |          |           |                    |   |
| 12.  |          |           |                    |   |
| 13.  |          |           |                    |   |
| 14.  |          |           |                    |   |
| 15.  |          |           |                    |   |

564 77

28 March 1977

MEMORANDUM FOR: Director of Data Processing  
Director of Finance  
Director of Training

STATINTL

FROM :



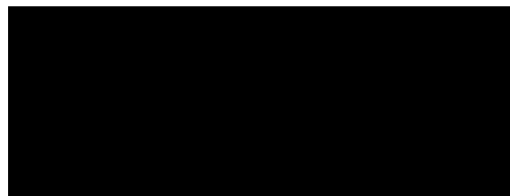
SUBJECT : Upward Mobility Project AIM Schedule  
for Orientation

1. A DDA Administrative Notice is being prepared which identifies the positions made available for Project AIM. The positions offered by ODP, OF and OTR were selected by the AIM Working Group as the first three to be filled.

2. On 11 April 1977, beginning at 0930, an orientation will be conducted in the Headquarters auditorium for all registrants who are interested in these positions. A tentative schedule is attached. You are each requested to designate representatives from your Office who will attend the orientation and describe the position to the audience. The presentations should include job description, qualifications and potential needed, testing required, type and length of training involved, and training, if any, the employee will be required to take through self-development. Visual aids are encouraged for use during the presentations.

3. Please provide my office with the names of your representatives by 31 March. At the same time please advise if video equipment will be needed. If you have any questions, please call extension 5117.

Attachment: a/s



Tentative Schedule

PROJECT AIM ORIENTATION

Headquarters Auditorium  
11 April 1977

0915 - Registration

0930 - Opening Remarks      Mr. Malanick, ADDA

9045 - Introductions and      [REDACTED] Chairman, ~~ST~~INTL  
   Working Group

1000 - ODP Presentation

1030 - OF Presentation

1100 - OTR Presentation

(A question and answer period should be allowed at  
the close of each presentation.)